



TOWN OF KITTERY MAINE

TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

PHONE: (207) 475-1323

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www.kittery.org

APPLICATION: SITE OR SUBDIVISION PLAN - MINOR AMENDMENT TO AN APPROVED PLAN

**THIS REVIEW PROCESS REQUIRES
APPROVAL FROM BOTH THE TOWN
PLANNER AND THE CODE ENFORCEMENT
OFFICER**

**FEE FOR
REVIEW:**

☐ \$100.00

Amount Paid:

\$ _____

Date: _____

PROPERTY DESCRIPTION	Parcel ID	Map		Lot		Zone(s): Base: Overlay: MS4	_____ _____ YES NO	Total Land Area	
	Physical Address								

PROPERTY OWNER'S INFORMATION	Name		Mailing Address	
	Phone			
	Fax			
	Email			

APPLICANT'S AGENT INFORMATION	Name		Name of Business	
	Phone		Mailing Address	
	Fax			
	Email			

PROJECT DESCRIPTION	Project Name:
	Existing Use:
	Proposed Amendment Please describe how the approved plan is to be amended. State any known areas of non-compliance to the code and how this amendment will decrease or remove non-compliance, if applicable.

CERTIFICATION: To the best of my knowledge, all the information submitted on this plan amendment and with my application is true and correct.

 Signature of Applicant

 Date

Minimal Plan Submittal Requirements

☐ 3 COPIES OF THE APPROVED SITE OR SUBDIVISION PLAN ☐ 3 COPIES OF THE AMENDED SITE OR SUBDIVISION PLAN

PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE TO *DETERMINE COMPLETENESS/ACCEPTANCE.*

THE APPLICANT IS RESPONSIBLE TO PRESENT A CLEAR UNDERSTANDING OF THE PLAN AMENDMENT.

- A) Paper size:
☐ No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
☐ Under 10 acres: no greater than 1" = 30'
☐ 10 + acres: 1" = 50'
- C) Title block:
☐ Applicant's name and address
☐ Name of preparer of plans with professional information and professional seal
☐ Parcel's tax map identification (map – lot)
☐ Date of plan preparation
- D) Clearly show and reference the area on the plan that is revised. Use lines and symbols to identify areas of change and the associated revision.
- E) Describe the revision in a revision block (i.e. "moved elec. trans. box on sheet 3/12.) on the cover sheet and on the revised sheet.
- F) Provide all associated reference material and or documentation that clarify and or supports the purpose of the proposed revision.
- G) Revisions to the boundary, internal lots and or parcels must be made by a surveyor licensed in the State of Maine.
- H) Significant revisions to the proposed site must be made by a professional engineer licensed in the State of Maine.

16.16.040 Enforcement—General.

B. Modifications to Approved Plans. If, at any time, before or during the construction of the required improvements, it appears necessary or desirable to the developer to modify the required improvements, the CEO is authorized to approve minor changes occurring due to such unforeseen circumstances (e.g., encouraging hidden outcrops of bedrock or natural springs). The CEO shall obtain concurrence by the town planner and shall issue any approval under this section in writing to the developer, and provide a copy to the board. The developer shall provide revised plans to the town planner. The developer shall obtain approval from the board for major modifications (e.g., relocations of principal structures, rights-of-way, or property boundaries; changes of grade by more than one percent).

SUBMITTALS THAT STAFF DEEMS SUFFICIENTLY LACKING IN CONTENT WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW.

REVIEW ACTION

____ Approved

____ Approved with conditions as follows:

____ Denied

Town Planner _____ Date _____

Code Enforcement Officer _____ Date _____